

3 FAM 2500 SEPARATIONS

3 FAM 2510 SEPARATION

*(CT:PER-678; 06-22-2012)
(Offices of Origin: HR/CDA)*

3 FAM 2511 PURPOSE AND SCOPE

*(CT:PER-678; 06-22-2012)
(State Only)
(Applies to Foreign Service & Civil Service Employees)*

- a.* This subchapter establishes the regulatory basis for separating employees from the service.
- b.* These regulations apply to:
 - (1)* All Civil Service employees of the Department; *and*
 - (2)* Members of the Foreign Service who are both U.S. citizens and full-time employees.

3 FAM 2512 POLICY

*(TL:PER-252; 4-10-95)
(State Only)
(Applies to Foreign Service & Civil Service Employees)*

When an employee separates from the service, the Department is obligated to assure that:

- (1)* All government properties charged to such individual are either returned or arrangements are made for satisfying any resulting indebtedness;
- (2)* Any outstanding obligations to the U.S. Government are either satisfied or are made a matter of official record;
- (3)* Arrangements are made for the clearance of any outstanding obligation which is a matter of official record;
- (4)* The employee has returned to a responsible officer of the Department all records and papers containing classified or administratively controlled

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information and all other papers belonging to the Government;

(5) The employee will not reveal any classified or administratively controlled information unless authorized by the Department; and

(6) The employee has completed all performance evaluations for which the employee is responsible. (For Foreign Service performance evaluations the regulations contained in 3 FAM 2820 and, 3 FAH-1 H-2820 apply).

3 FAM 2513 AUTHORITY FOR SEPARATION

3 FAM 2513.1 Foreign Service

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Documentary authority for separation of a Foreign Service employee is either an SF-50, Notification of Personnel Action, or a TMFOUR travel message in-lieu-of an SF-50. The Office of Career Development and Assignments PER/CDA has responsibility for processing and issuing the SF-50 or TMFOUR.

3 FAM 2513.2 Civil Service

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

For a Civil Service employee, documentary authority for separation is a SF-50, Notification of Personnel Action. Except in case of retirement, the SF-52, Request for Personnel Action, is prepared by the employee's bureau and is forwarded to the Office of Civil Service Personnel (PER/CSP) for approval. For an employee who is retiring, the SF-52 is prepared and approved by the Retirement Division of the Office of Retirement and Career Transition (PER/RCT/RET).

3 FAM 2514 PROCEDURES

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

3 FAH-1 H-2510 contains procedures and guidelines which must be followed when separating an employee of the Department of State.

3 FAM 2515 THROUGH 2519 UNASSIGNED